

**DOC 2: PCC Policy Committee meeting summary
November 8-9, 2001**

Thursday, November 8

1. Larry Alford made introductions, welcoming new members and a guest.

New Policy Committee members include:

BIBCO representative: Joan Swanekamp, Yale University

CONSER representative: Jim Stickman, University of Washington

NACO representative: Sherry Kelley, Smithsonian Institution Libraries

Standing Committee on Automation Chair: Gary Charbonneau, Indiana University

David Banush, Cornell University, attended as an invited guest to present the results of a BIBCO study.

2. PCC roles in implementing LC Bicentennial Plan.

Beacher Wiggins will convene a meeting of the principal investigators identified in this plan on Sunday, January 18, 2002, 10 am – 12 noon, at ALA Midwinter in New Orleans to take the next steps. In general, the PCC will take a collaborative role, not the main role. It was recognized that even though parts of the plan give a view of the outcome without showing the incremental stages along the way, events will be sequenced over a suitable period of time, with an effort to involve appropriate participants.

3. Model C—User perspectives on the PCC BIBCO Core Record Standard. The group expressed its thanks to Karen Letarte for preparing this report, with support from PCC. It was recognized that the methodology answered some, but by no means all the vital questions about the usefulness of core records to various groups who use library catalogs. The methodology employed in the survey had users looking at discreet parts of the core record, and depended on the users' ability to understand the terminology and to analyze the usefulness of those parts. The records used were floor level core records, without any extras added, and did not include many popular non-indexed fields. Some fields that are of no interest to users are essential to the needs of librarians. The survey did not compare the relative usefulness of full versus core records. This study may be of limited value, since in reality, users find a record at any level useful, and better than no record.

What is the role of the PCC with regard to catalog use? It would be ideal to be operating in a culture in which we study user behavior regularly, refine our methodology continually, and allow the results to inform our cataloging practices. Perhaps the PCC can do user studies in collaboration with an existing research group. Utilities generally focus on interface studies, rather than usability of content. IFLA has studied a base level record similar to core, but has done no user research. CLIR (Council on Library and Information Resources) is doing a study of information use in academic settings.

Action: Larry Alford will contact Karen Letarte to thank her for her study.

4. BIBCO Core Record Study, by David Banush. The group debated the merits of all three groups of recommendations. The need for more catalog records for library backlogs hasn't diminished over the life of BIBCO. Records, training, documentation, and the cooperative nature of PCC activity are all valuable contributions of BIBCO. As BIBCO matures, training should reflect some of the changes in the cataloging environment. There may be other sources for records and other kinds of records needed in shared databases. AACR2 records won't be going away, but we may need to include non-AACR2 records in PCC activity. Foreign language materials show a decrease in numbers of member records, but need to be increased. If we stop studying core, and just accept it for its value, we could spend more effort on training and other needs.

Larry Alford suggested forming a subcommittee of PoCo to look at Group 1 and Group 2 recommendations over next few months, using email consultations to bring about a decision. The group saw Group 3 recommendations as calling for changes in PCC itself, not just BIBCO.

Further discussion on Friday morning yielded these decisions:

Group 1 Recommendations

Adopt Group 1 Recommendations, with a few amendments:

- 1.a Add to this: Redesign...to meet the needs of the program, with more attention to the practical aspects of record creation.
- 1.c Leave as it is, with understanding that there will be study of BIBCO, not specifically core records.
- 1.d Replace "record exchange" with "timely access"

Group 2 Recommendations

Consult larger library community before making any decisions about full and core. Use core as one tool to be applied if needed.

- 2b. Re-emphasize cataloger judgment.

Group 3 Recommendations

3a. The group felt that both product and service are vital to the program, and both are currently present. The end goal is good records, and one approach is training the cataloger.

3b. Not accepted.

3c. While current BIBCO activity is focused on AACR2, MARC formats, this group wishes to monitor advances in non-AACR2, non-MARC metadata formats. PCC committees will encourage development and use of content standards for a broad range of metadata formats.

Action: The PCC will thank David Banush for his report and let him know that the PCC Strategic Plan was informed by his study.

5. White paper on PCC Role in Continuing Education for Catalogers

The group appreciated the summary of training needs presented in this paper. Discussion explored the benefits of extending the training efforts of the PCC, involving other partners, and training in a greater variety of venues. LC is the likely partner to be asked to provide additional support to training efforts in the form of a staff member to coordinate activities and develop content, but will be interested in seeing the results of the pilot project on subject analysis being done by PCC SC on Training and ALCTS SAC before making any further assessments of LC support.

6. PCC Utilities wish list.

OCLC: Glenn Patton brought comments on the elements of this document being addressed by OCLC in its current 3-year plan. NACO functionality was introduced into new October 2001 modules of CORC and CatME, and OCLC is developing improvements to Batch Processing. OCLC wants to be able to get mixed batches and to separate BIBCO records and treat them appropriately before end of this calendar year. This may allow some merging of existing record data with new record. This caused some controversy in OCLC Users' Council. OCLC is working on models for migrating the WorldCat database to a new platform, keeping in mind the IFLA Functional Requirements for Bibliographic Records. OCLC is at least a year away from beginning the migrations.

RLG: Ed Glazier had presented the RLG comments on this list at a previous PCC meeting in the spring of 2001. In addition to their bibliographic database, RLG has cultural items on another database, and is supposed to allow access to both. They'd like to be able to integrate systems, but it's a costly development. They received a Mellon Foundation planning grant to expose RLG on the web.

Record Distribution: In response to the PCC letter written by Larry Alford, Chair, to both OCLC and RLG to encourage exchange of BIBCO records, both utilities expressed their willingness to continue talks toward that end. Is it a philosophical problem or a practical problem? Is it worth resource allocation to solve the problem? OCLC is doing more linking outward, not just collecting everything in Dublin, OH, and may want to look more at linking than at loading. RLG has some links using z39.50 to allow records from various sources to be shown in one interface, and billing is centralized, not scattered. Karen Smith-Yoshimura asks for guidance to decide on the best approach.

7. Integrating Resource Task Group recommendations

Hirons discussed the final report of the task group, which is broken into three categories: documentation and training, maintenance, and distribution. Much of the discussion focused on the maintenance and distribution aspects and what model should be used for PCC involvement with integrating resources. There was general consensus that PCC should play a strong role in providing documentation and training and the Committee agreed that the Standing Committee on Training should be tasked with the preparation.

In discussing maintenance, Hirons explained that the task force had limited its recommendations to OCLC records because RLIN records are created quite differently

(i.e., there is no master record). The recommendations would allow for records for integrating resources on OCLC to be maintained by CONSER, BIBCO, and OCLC Enhance members, but maintenance would have to be done on OCLC. Karen Smith-Yoshimura noted that most participants want to work on their local system and asked why the NACO model couldn't be used, rather than the CONSER model (both for maintenance and distribution). The NACO model involves having a master file at LC with mirrored copies on OCLC and RLIN. It doesn't work very well for use from local systems. Glenn Patton also noted that for serial bibliographic records, it has never been possible to batchload maintenance because local records do not match the OCLC master record (e.g., not as up-to-date, some information may have been stripped or local data added).

Hirons discussed the difficulties of distribution and the group's recommendation to explore a means of distributing records for integrating resources created by CONSER and potentially BIBCO members as well as LC's catalogers working on Voyager with the CONSER database. Hirons noted that there were significant complexities of dealing with different record streams but this seemed preferable to other options.

The Committee gave basic endorsement to the recommendations with more specific approval reserved for the Standing Committees on Standards and Training. Smith-Yoshimura added her reservations that the approach is too system-specific and may limit broad-based involvement. It would be useful if alternatives could be put in writing for further review.

Action: The Standing Committees on Training and Standards will be asked to provide comment on the recommendations in the task force final report.

8. Issues from the Standing and Operations Committees

8a. SC on Training. The BIBCO Participants' Manual is about 75% complete. It follows the CEG in telling which fields have a program requirement, but doesn't tell all the cataloging rules. Invitations to review the draft have brought little response.

Action: The Steering Committee and Secretariat will appoint a review group including BIBCO catalogers and members with editorial expertise and training experience.

8b. SC on Automation, 2nd Task Group on Journals in Aggregator Databases, Final Report.

(The TG reports progress on the web clearinghouse process. SCA will continue to (pursue vendor creation of sets of cataloging records.) The TG has identified data elements for both serial and monographic records, worked with vendors in creating sets of cataloging records, tested loading of vendor sets into an OPAC, and raised awareness of aggregators in the library community. Using the PCC website as a clearinghouse is progressing well. The SCA will continue the work of this Task Group.

8c. SC on Standards: Core record reconciliation. The group recognized Ed Glazier's "Comparison of PCC Core Record Standards" and "Combined Notes for PCC Core Records" as valuable tools to be included in BIBCO and CONSER training materials.

Action: The SC on Standards will review the Task Group's documents and will report back to the Policy Committee.

9a. CONSER membership issues. As the program grows, gaps in the coverage of certain types of serials may persist, (eg. Area studies, records in special scripts). There is a need to identify gaps and look for solutions to encourage expansion within CONSER libraries and to recruit new CONSER libraries with unique collections

Action: Carlen Ruschoff, Jim Stickman, and Bob Wolven will convene a meeting to examine CONSER membership issues.

9b. Imbalance between attendance of BIBCO and CONSER representatives at operations meetings. The policy of including all CONSER members in operations meetings is an important factor in the success of that program. The smaller BIBCO representative group at operations meetings leaves many potentially active BIBCO members out of the innermost circle.

Action: Ana Cristán will remind BIBCO libraries in advance of the Operations Committee meetings that all BIBCO member institutions are welcome to attend, whether or not they are designated BIBCO representatives to OpCo.

9b. Extending length of BIBCO terms on the BIBCO Operations Committee. Extending the terms of BIBCO representatives from two years to three years with a pattern of staggered terms would enhance the continuity within the group.

Action: Ana Cristán will draft language to amend the Governance Document, including a mechanism to make a transition to longer terms.

10. Anniversary celebrations. In 2002, the major focus will be on the 10th anniversary of the founding of the PCC. The group would like to ask the first three chairs of the PCC (S. Thomas, B. Schottlaender, S. Sinn) to serve as a panel at the Sunday night PCC Participants' Meeting at ALA Annual in Atlanta, asking them to reflect on the accomplishments of the program, and how the PCC serves the purposes of their institutions. The discussion can form the basis of an article (to be written by someone other than the panelists) which can be published to carry the message of the celebration to a larger audience. Ask a vendor to sponsor refreshments.

Action: The planning committee will pursue these suggestions.

11. Ideas for PCC Participants' Meeting at ALA Midwinter in New Orleans. The group affirmed the plan to feature funnel projects, with three coordinators being asked to speak about the challenges and successes of funnel projects.

Action: The Secretariat will develop an agenda, and will contact the funnel coordinators.

Friday, November 9

The results of the Friday morning discussion on the Banush report are included in the Thursday summary.

Work began on drafting a new PCC Strategic Plan for 2002-2006. Facilitator Maureen Sullivan divided the Policy Committee into four smaller groups based on the four sets of goals in the existing Strategic Plan. The assignment was to identify goals under each category to be included in the new Strategic Plan. The categories are:

Database/Bibliographic and Authority records
Standards
Leadership
Membership

The transcribed flipcharts were circulated to the PoCo immediately following the meetings. The flipchart goals have been incorporated into the Strategic Plan by the Secretariat.

In addition to the new goals listed below, the group affirmed all of the goals on the PCC Strategic Plan for 1997 – 2001, recognizing also that some items given as goals would be more appropriately assigned to the Tactical Plan. PoCo wondered if the Values statement needs any adjustments. The Operations Committees wrote the Values statement to reflect what a cataloger values in the daily tasks they perform. The facilitator observed that from a planner's perspective, values statements should drive the strategic plan, and not be aimed at the level of daily work of the program.

New goals from Nov. 2001 meeting

(Numbered with letters to distinguish from existing goals).

This document includes possible disposition of each goal: new goal, sub-goal or tactical plan under existing goal, or need to combine with others.

Database

1.A Continue to focus on increasing authoritative record production, including records for electronic resources (1.1 LC Bicentennial key)

Disp: Make a subgoal under 1.1, separate out the part about electronic and make only that the subgoal or a separate goal.

1.B Increase record production in underrepresented subject and language areas

Disp: Make a subgoal under 1.1.

1.C Increase timely access to new, updated and authoritative bibliographic

records

Disp. Add this as a new goal (1.2?). This focuses on ?access to? rather than ?creation of records?

1.D Increase availability and maintenance of records for aggregator databases (4.1)

Disp: This might be a further subgoal under 1.1. Or it might be combined with 1.A, such as ?Increase the number of records for electronic resources, including titles in aggregations.?

1.E Promote sharing of international authority files (2.2)

Disp.: Add as a subgoal to 1.4

1.F Foster/encourage research into information seeking behavior that can be applied to catalog use and catalog records

Disp.: Put under leadership; combine with 3.A below

1.G Consider alternatives to traditional cataloging for access to information resources

Disp: Add as a separate goal

Standards

2.A monitor & evaluate changing standards for authority records, to be sure they align with program needs & goals

Disp: This is about evaluation and authority records specifically. Perhaps make a subgoal under 2.4 (with some rewording)

2.B. de-emphasize distinction between core & full, & emphasize FRBR (functional requirements for bib records)

Disp: Tactical plan under 2.3.

2Ba. short-term, clarify "full" standard.

Disp: Tactical plan under 2.3

2.C. develop inter-community, cross-schema agreement on core content standards for metadata [core element set?]

Disp. New goal 2.5?

2.D. consider standards for inclusion in PCC for records created according to non-AACR2 descriptive content standards.

Disp: Tactical plan under 2.5 (if this relates to metadata) (Could this relate to other cataloging codes???)

2.E. evaluate PCC standards in changing environment to ensure alignment with needs & goals of program, incl. possible development of new standards. eg. aggregators, holdings, etc.

Disp: Subgoal or ongoing in tactical plan under 2.4?

2.F. revise and adjust PCC standards in light of changes in access tools & practices (eg. enhanced access for manifestations/expressions/ hierarchies, vocabulary mediating tools

Disp: Merge with 3.C below.

2.G. Assessment? Added in Orange: Mechanisms to assess whether standards are, in fact, meeting program goals

Disp: Merge with 2.E

Leadership (subtopics in upper case):

RESEARCH

3.A develop methodology for research into end-user needs re 1) PCC PROGRAM 2) *the catalogue in general. * to validate/modify PCC program

Disp.: Subgoal or tactical plan under 3.4.

3.B research to identify benefits & value of cataloguing? to promote program, encourage future participation

Disp.: Does this relate to 3.3? New goal?

3.C research re development of automated tools to enhance bibliographic access (eg. TOC etc.) or interoperability with other info sources

Disp.: Tactical plan under 3.5?

ARTICULATION OF BENEFITS

3.D. identification of competencies re metadata (value of "cataloguing" skills, attract new practitioners, repackaging cataloguing)

(repackage cataloging discussion: there's more interest in new emerging standards among Andrew's management. Cataloging competencies are misunderstood, so we need to clarify competencies.)

Disp.: Related to 3.1 and 3.2 perhaps regarding competencies? ; or is it more of a 3.3. public relations goal?

3.E. use above to identify training needs/gaps

Disp.: Make this a tactical item under 3.D.

TRAINING

3.F. training in concepts & fundamental principles of cataloguing (eg. Literary warrant) to transfer 'concepts' to Web/metadata context*added in orange: focus on concepts and principles EDUCATION; Discussion: we'll be able to apply to non-traditional settings? Important to include concepts in training, not just tags and rules?it's education, not just training, but much is done on the job; cataloger judgment is included here.

Disp: Reword this a bit and make it a new goal to include trainees beyond the program (coverage of 3.1)

3.G succession planning to replace cataloguers?grow the pool

Disp.: Tactical plan, under 3.1, 3.F above

3.H leadership training?grow the leaders (eg secondment/exchange program within PCC libraries; internship program?

Disp.: New goal?

PROMOTION

3.I. promote & promulgate metadata content standards

Disp.: Put this under Standards. Make this a new goal and add others as subgoals or tactical plan items? (2.C and 2.D above)

3.J. promote greater diversity/cross-sectoral links/working together eg. Archivists, libraries, educational museums, other info providers

Disp.: Combine this with 2.C above)

INTERNATIONAL

3.K. promote/encourage greater international involvement eg. Joint projects with libraries/groups Europe etc.

Disp.: Might this be connected with 2.C (metadata) or 2.D (other cataloging codes)?

3.L. increased PCC presence at specialized library organizations eg. special subjects, area studies etc.

Disp.: New goal or tactical plan under 3.3?

3.M. PCC outreach to library associations below national level

Disp.: Tactical plan under 3.3

3.N. research to facilitate exchange of records internationally, eg. Multilingual mapping of subject heading lists*added in blue: include names*(discussion: why only subs? Names are a lesser barrier to access than subject strings in other languages and systems; we need multilingual access across different languages, different scripts)

Disp.: Tactical plan under 1.4? Or is this broader?

3.O. participate in LC Bicentennial conference agenda

Disp. Remove; this is covered more specifically in other goals

MEMBERSHIP

4.A. Manage membership growth (Manage replaced Controlled)

Disp.: Should this be under 4.1 or a separate goal? 4.1 focuses on diversity, this focuses on managing growth

4.B. Clarify expectations/responsibilities of membership

Disp.: Tactical plan under 4.2

4.C. Reassess benefits of membership

Disp.: New goal?

4.D. Explore/review means for receiving smaller/targeted contributions

Disp.: Tactical plan under 4.1

4.E. Consider alternatives to membership to gain access to bibliographic [records]/metadata

Disp.: Combine with 1.C above or add to tactical plan under 1.C

4.F. Assess the costs of membership (for members & for the PCC)

Disp.: Tactical plan under 5.2 (governance)?

4.G. Review how members' status is monitored/recertified

Disp.: New goal?

4.H. Consider impact/benefit of international expansion*added in blue: (relates to managing membership growth)

Disp.: Maybe a subgoal under 4.A? See also 3.K above

4.I. Refocus training material to emphasize the practical aspects of BIBCO record creation

Disp.: Tactical plan under 3.2; also 4.3 and 4.4

Action: The Secretariat will draft the Strategic Plan 2002 – 2006 and Tactical Plan 2002 – 2006, for circulation to the PoCo by May 2002. At that time, PoCo could also consider any adjustments to the values statements.

Next PoCo meetings: November 7-8, 2002, LC Madison Building, a 6th floor dining room.

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